

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON TUESDAY 24TH MARCH 2015 AT 7.00PM

Present: Mr W Harris, Mr D Barrow, Rev Attwood, Mrs A Brough, Mrs H Brown, Mrs T Coopey, Mrs A Derrick, Miss K Harrison, Mrs S Kettle, and Mrs R Killian

In Attendance: Mrs M Baker (Deputy Head), Mrs C Weir (Clerk to Governors)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr T Martin and Mr J Whitehouse. No conflicts of interest were declared for the meeting.

2. APPOINTMENT OF STAFF GOVERNOR

Governors appointed Miss Katie Harrison as Staff Governor and welcomed her to the Governing Body.

3. MINUTES OF THE MEETING HELD ON THE 28TH JANUARY 2015

The minutes of the meeting of the Full Governing Body held on the 28th January 2015 were approved and signed as a true record.

4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS

Co-opted Governor Vacancy

Mrs Weir confirmed that the vacancy for a Co-opted Governor had been advertised on the Governor One-Stop Shop website, but no applications had been received as yet.

Meeting with the Local Authority regarding Pupil Admissions Numbers

Mr Barrow confirmed that he, Mr Whitehouse and Mrs Coopey had met with representatives of the Local Authority School Admissions team to discuss the situation that had arisen with the 2014 Reception intake, when St John's had been advised that they would have a Reception intake in excess of forty pupils but in the event only had thirty two. Based on the advice given the school had employed an additional Reception teacher, subsequently the Local Authority had indicated that it would not fund the additional costs of providing a second teacher for this cohort after this year. Mr Barrow confirmed that following the meeting, the Local Authority will fund the difference between the income received by the school for the pupils over thirty and the cost of employing a second teacher, until the current Reception cohort finishes Key Stage 1.

This is a good outcome for the school and is consistent with the funding provided on previous occasions.

At the meeting the possible future expansion of St John's was also discussed. It is currently unclear whether St John's will be requested to provide a second Reception class for the 2015 intake, but the school has thirty five first choice applications. The staff from School Admissions had looked around the school to assess the potential for expansion, and had been very positive about the school. Mr Barrow explained that he has contacted the other primary school heads in the Kenilworth cluster to find out what their Reception 2015 admission numbers were looking like: all were expecting to be full except for Priorsfield. Mr Martin has asked Mr Barrow to contact School Admissions to clarify the position for September.

Action: contact LA School Admissions to clarify numbers for Reception 2015 intake (Mr Barrow)

Staff Code of Conduct Update

Mr Barrow explained that the Local Authority had recently produced a model Staff Behaviour Policy for schools. St John's already has a Staff Code of Conduct, which had been put in place about a year ago as this was considered to be best practice. Governors were provided with a copy of the St John's Staff Code of Conduct and agreed to review this in the light of the LA model Staff Behaviour Policy, and let Mr Barrow know of any comments or concerns by Friday 17th April. Governors agreed that, in the event that no comments or concerns were raised, the Staff Code of Conduct would be approved by Governors.

Action: review St John's Staff Code of Conduct in the light of the LA model staff Behaviour Policy and notify Mr Barrow of any comments or concerns by the 17th April (All)

Training Session on Outstanding Governance

Mrs Baker confirmed that she had met with Mr Martin to discuss the proposed training event on Outstanding Governance. They had agreed that it would be a good time to revisit the Governor Self Evaluation exercise carried out in October 2013 and review the results in the light of what is required to achieve Outstanding Governance. Governors agreed that the training event would be held on Thursday 30th April at 7pm at the school. Rev Attwood gave his apologies.

5. APPROVAL OF 3-YEAR BUDGET

Mr Barrow confirmed that the Resources Committee had discussed the 3-year budget proposal in depth at their February and March meetings, and these discussions were

documented in the minutes of these meetings. The Resources Committee had reviewed the proposed income and expenditure and were satisfied that these were justifiable and based on historic cost information. The Governors had then asked Mr Barrow to work with the School's Finance Officer to put together costed options for utilising the budget surplus which was expected from 2016/17 onwards. Four scenarios had been considered by the Committee, who considered that all represented a compromise. A further scenario, based on an amendment to Scenario 2, had been produced and this had been agreed by the Resources as the basis of the proposed budget being put forward for approval by the Full Governing Body.

The amended Scenario 2 releases the Deputy Head from her class based responsibilities, allowing her to focus on adding value elsewhere in the school and supporting the Head Teacher. The SENDCO would also be non-class based, allowing her to focus on the role and relieving the Head Teacher of some of his child protection responsibilities. The Head Teacher would then have more opportunity to improve quality of teaching and support staff development. A higher level teaching assistant would be employed to provide pastoral and behavioural support for the next academic year, until the current high profile pupils had left the school. Mrs Coopey expressed her support for having a non-class based SENDCO.

The Resources Committee believed that this scenario would be the best use of the budget surplus to support pupil achievement whilst being financially sustainable across the budget period. The financial position across the period is as follows:

£	2014/15	2015/16	2016/17	2017/18	2018/19
Balance	-16,336	69,735	-8,169	-13,184	1,057
Balance from previous year		-16,336	53,399	45,230	32,046
Carry forward	-16,336	53,399	45,230	32,046	33,103

The 3-year budget proposed by the Resources Committee was approved by the Full Governing Body.

6. HEAD TEACHER'S REPORT FOR THE SPRING 2015 TERM

The Head Teacher's Report for the Spring 2015 Term had been circulated to Governors in advance of the meeting. Mr Barrow explained that the performance data had been sent separately in the form of the presentations given to the Performance and Standards Committee, rather than forming part of the body of the report. More information on issues raised by parents was included in the report, including whether the issue had been resolved or was ongoing.

Mr Martin had raised some questions on the report in advance. He asked whether the 26 days of midday supervisor absence had been covered, and what the budgetary implications were. Mr Barrow explained that the school had limited options available for covering midday supervisors, so if these individuals were not able to cover then the work was allocated between those midday supervisors present. Therefore the budgetary implications were not significant. Mr Martin also asked what the timescales for recruiting the Year 1 and Key Stage 2 class teachers were. Mr Barrow confirmed that the recruitment process had started, with the vacancies being advertised early in the hope of attracting a strong field of candidates.

7. GOVERNOR OVERSIGHT OF TEACHER PERFORMANCE REVIEW AND PAY

Mr Barrow drew Governors' attention to the fact that teachers' pay awards were dependent on their performance appraisal. The Governing Body should have an overview of the teacher appraisal process and the resulting salary proposals. Mr Martin and Mr Barrow had discussed how best to achieve this, and were proposing that the remit of the Head Teacher's Performance Review Committee be extended to include the review of teacher appraisals and pay awards. Mr Barrow suggested that the committee should review any teachers deemed to be at risk of not achieving the expected salary progression, together with a random sample of other teachers. The objective would be for the Performance Review Committee to provide independent review and challenge, and agree the salary proposals.

Mrs Coopey asked how much discretion was available in the performance appraisal process, given the emphasis on the performance data. For example, if a teacher had worked hard but the required pupil progress had not been achieved for reasons beyond their control, did the appraisal process have sufficient flexibility to still allow salary progression. Mr Barrow responded that if a teacher had asked for support and had implemented the changes suggested but was penalised because their pupils had still not made the required progression, this would have a very detrimental impact on morale. If it was clearly documented through the pupil progress meetings that strategies had been agreed and implemented then this could be recognised in the appraisal process. Mr Barrow went on to emphasise that St John's seeks to develop the whole child, so if it could be evidenced, for example, that pupils' learning confidence and stamina had increased, then this should be recognised in teacher's performance reviews.

Rev Attwood asked whether there was a risk of teachers appealing against their performance assessment and pay award. Mrs Coopey explained that an appeals process is set out in the Teacher's Pay Policy, and that those Governors who would hear an appeal would be different to those who had carried out the initial review of the process. An Appeals Committee is already appointed, with different membership to the

Performance Review Committee, so this would be able to hear any appeal under the Teacher's Pay Policy.

Governors agreed that the terms of reference of the Head Teacher's Performance Review Committee be extended to cover the review of teacher performance appraisal and pay awards. The Performance Review Committee will report their findings to the Full Governing Body who will agree the final teacher pay progression. Governors agreed that this arrangement would be put in place for a year and would then be reviewed to see how it worked in practice. Governors noted that the process needs to be clearly documented.

8. POLICIES

Special Educational Needs and Disabilities Inclusion Policy

The Special Education Needs and Disabilities Inclusion Policy had been reviewed and agreed by the Performance and Standards Committee. Adoption of the Policy was ratified by the Full Governing Body.

9. COMMITTEE UPDATES

Performance and Standards Committee

A meeting of the Performance and Standards Committee meeting had been held on the 26th February and the minutes circulated to Governors. Mrs Coopey explained that the focus of the February meeting had been the review of the performance data for Phases 1 and 2 at the end of the first half of the Spring 2015 Term. In summary, progress was being made but there were areas of concern which were recognised by teachers and strategies were in place to address them. The meeting had also looked at the 2014 end of key stage data benchmarked against other Kenilworth schools. St John's was the top school in Kenilworth in terms of closing the gap between pupil premium and non-pupil premium children, and also compared well in the end of Key Stage 2 results.

Rev Attwood asked Mr Barrow whether it was providing difficult to maintain the school's good performance and still move forward. Mr Barrow stated that he felt it was proving more difficult to maintain a good standard whilst moving forward towards outstanding than it had been to move from satisfactory to good. Mrs Coopey commented that the Phase Leaders had been very positive about the initiatives that had been launched this year. Mrs Killian noted that the concern was writing, and there is a need to check that the performance data for the end of the Spring Term reflects that the initiatives implemented are having the desired impact. Mrs Coopey explained that at the Performance and Standards Committee meeting it had been discussed that the emphasis being placed in Phase 1 on reinforcing the basic skills could have a detrimental

impact on the performance data, although it should provide pupils with a good grounding for Phase 2.

Mr Barrow explained that the Performance and Standards Committee had agreed to undertake additional governor monitoring activities to ensure that actions identified in response to the performance data were being implemented. Mrs Coopey and Mrs Derrick had visited school to observe interventions being delivered.

Mrs Coopey informed Governors that the Performance and Standards Committee had agreed that meetings would be held termly, beginning in the Summer 2015 term.

Resources Committee

Meetings of the Resources Committee had been held on the 10th February and 4th March 2015 and the minutes circulated to Governors. The focus of these meetings had been the 3 Year Budget proposals which had been discussed earlier.

Rev Attwood asked Mr Barrow whether the school had more confidence in the number of pupils, and therefore the income associated with these pupils, now that the school had received a Good OFSTED. Mr Barrow responded that it was difficult to say, but that 35 first choice applications for Reception 2015 was encouraging and this could increase once all the places are allocated. He commented that there had been positive feedback about the school from parents, and those Governors who are parents reported having heard similar feedback. Rev Attwood observed that the pupil interviews also demonstrated positive feedback from the children, who when asked were all enthusiastic about the school. Mrs Killian noted that it could be beneficial to St John's to consider its strengths and what makes the school unique, and seek ways to communicate these to the wider community. This is something Mrs Killian has experience in facilitating, and she offered to assist the school in this.

Out of School Club Working Group

A meeting of the Out of School Club Working Group had been held on the 23rd January 2015 and the notes had been previously circulated to Governors. Mr Martin reported that the draft 2014 annual accounts had been received back from the independent reviewer: there were a number of issues to be addressed and Mrs Weir was working to resolve these. She will feed back to the next meeting of the Working Group on the 17th April. A copy of the management accounts for January and February 2015 had been circulated to Governors. Financially the OOSC is doing well, with a healthy usage and income in the first two months.

10. GOVERNOR TRAINING

The 2015/16 programme of Governor training events provided by Warwickshire County Council had been circulated to Governors. Mr Martin had asked Governors to note that

there were a number of new courses included they might be interested in attending. He also requested that Governors let him know if they thought any of the courses might be suitable for a Full Governing Body training event.

Action: review Governor Training programme (All)

11. GOVERNOR MONITORING

Governors have attended a number of monitoring events during the Spring 2015 term, and a schedule of the events attended is attached to these minutes. Mr Barrow requested that Governors complete any outstanding Governor Monitoring forms, which can be hard copy or electronic, and return them to Mrs Weir. Mrs Weir will be co-ordinating the Governor Monitoring forms going forward. A schedule of monitoring activities for the Summer 2015 Term will be circulated.

Mrs Brown reminded Governors that it had been agreed that the Governor Monitoring form would be reviewed after it had been in use for twelve months. Governors agreed that this review should be included on the agenda for the July meeting of the Full Governing Body.

Action: complete outstanding Governor Monitoring forms and return to Mrs Weir (All)

12. CODE OF PRACTICE FOR TRADE UNION REPRESENTATIVES AND THE MANAGEMENT OF EMPLOYEE RELATIONS

Mr Barrow informed Governors that guidance had been received from the Local Authority in the form of a new Code of Practice for Trade Union Representatives and the Management of Employee Relations. This has been agreed by the trades unions and the Local Authority, and therefore Mr Martin was proposing that St John's adopt the code of practice as a school policy. Rev Attwood asked whether the Code of Practice gave clarity on how schools should handle employee relations issues: Mr Barrow confirmed that it did, and that the Code of Practice also provided guidance on how Trade Union representatives should conduct themselves.

Copies of the Code of Practice were circulated to Governors, who agreed to review the Code of Practice and send any comments or concerns to Mr Barrow by the 17th April.

Action: review LA model Code of Practice for Trade Union Representatives and the Management of Employee Relations and notify Mr Barrow of any comments or concerns by the 17th April (All)

13. CHILD PROTECTION AUDIT

Mr Barrow informed Governors that there is a requirement for the Governing Body to submit an annual Child Protection Audit. There is a pro-forma available for the audit:

Governors agreed that Mr Barrow and Mr Martin should complete this and bring it to the next meeting of the Full Governing Body for review.

Action: complete pro-forma Child Protection Audit (Mr Barrow and Mr Martin)

14. DATE AND TIME OF NEXT MEETING

The next meeting of the FGB will be held on Tuesday 19th May 2015, commencing 7pm at the school.